

EXECUTIVE SUMMARY / FICTIONAL SAMPLE

Annual Compliance Communication Plan

Northstar Components - fictional organisation. Prepared as a prospect showcase; no real organisation has been assessed.

What this report is about

A fictional twelve-month communication plan for 2027, organised by audience and message.

Why you may need it

Use this to coordinate communications and expose missing ownership or checks of understanding before rollout.

MAIN FINDINGS

Ten of twelve months contain all planning fields. November lacks an owner; December lacks an understanding check.

What you will find in this report

January-December sequence; audiences and channels; owners; measures and planning actions.

Recommended next decision

Assign November ownership and define December follow-up. Set weekday dates and local-holiday adjustments before delivery.

Reading note: all inputs, evidence references and findings are invented. The following pages illustrate the tool output plus editorial interpretation; they are not an independent assurance opinion.

CAMP 05 / SAMPLE REPORT 05E

Annual Compliance Communication Plan

Northstar Components - fictional organization
Review basis: dummy entries prepared for design discussion / 15 September 2026

DECISION IN FOCUS

Will communication lead to understanding and application?

10/12
Months fully planned

1
Month without owner

1
Month without a check

01
Quarter 1
Guidance and records

>

02
Quarter 2
Channels and speaking up

>

03
Quarter 3
Partners and decisions

>

04
Quarter 4
Practice and review

What the example suggests

The twelve-month sequence connects messages to audiences and follow-up. Ten months have every planning field completed. November still needs an owner and December needs an understanding check.

Introductory learning and facilitated reflection only. No certification, representative survey conclusion or complete competence assessment.

Supporting detail

THE BASIS FOR THE EXAMPLE

Priority risks and audiences

Priorities: accurate records, third-party interactions and speaking up under deadline pressure.

January - June 2027

Month / audience	Message / channel	Owner / understanding check
January 2027 All personnel	Know where to ask for guidance Manager briefing	Compliance Lead Ask staff to identify the approved route in a fresh scenario.
February 2027 Procurement & sales	Recognize and disclose conflicts Short scenario discussion	People Development Lead Review a small sample of work records for application.
March 2027 Finance	Keep records accurate Intranet guide + team check	Finance Controls Lead Collect questions and check understanding in the next team meeting.
April 2027 All personnel	Use approved information channels Manager briefing	Compliance Lead Ask staff to identify the approved route in a fresh scenario.
May 2027 All personnel	Raise concerns early Short scenario discussion	People Development Lead Review a small sample of work records for application.
June 2027 Procurement & sales	Review lessons from the first half-year Intranet guide + team check	Finance Controls Lead Collect questions and check understanding in the next team meeting.

REVIEW THE SEQUENCE

Use audience questions and evidence from work to adapt the next message. Completion of a communication activity is not proof of understanding.

July - December 2027

Month / audience	Message / channel	Owner / understanding check
July 2027 Finance	Check third-party interactions Manager briefing	Compliance Lead Ask staff to identify the approved route in a fresh scenario.
August 2027 All personnel	Support managers in difficult decisions Short scenario discussion	People Development Lead Review a small sample of work records for application.
September 2027 All personnel	Revisit gifts and hospitality Intranet guide + team check	Finance Controls Lead Collect questions and check understanding in the next team meeting.
October 2027 Procurement & sales	Test understanding with a fresh scenario Manager briefing	Compliance Lead Ask staff to identify the approved route in a fresh scenario.
November 2027 Finance	Share improvements made after feedback Short scenario discussion	OWNER NOT ASSIGNED Review a small sample of work records for application.
December 2027 All personnel	Review impact and plan next year Intranet guide + team check	Finance Controls Lead CHECK NOT PLANNED

REVIEW THE SEQUENCE

Use audience questions and evidence from work to adapt the next message. Completion of a communication activity is not proof of understanding.

From findings to action

Proposed follow-up for this fictional example; these owners and dates are editorial additions for report-design review.

Action	Owner / target	Evidence for review
Assign the November communication owner.	Compliance Lead 2026-11-30	Owner accepts the delivery and follow-up responsibilities.
Define the December understanding check.	People Development Lead 2026-11-30	The check tests application, not message distribution alone.

Questions for the review meeting

- 01 / Is the evidence sufficient for the conclusion, and what remains uncertain?
- 02 / Does each action have an owner with authority and resources to deliver it?
- 03 / What result would justify closure, and who will verify it?

HOW TO USE THIS REPORT

Read the summary first, challenge the supporting detail, then agree the next action. Keep an editable draft with the record so future changes can be explained.

Basis and limitations

Introductory learning and facilitated reflection only. No certification, representative survey conclusion or complete competence assessment.

All organizations, cases, evidence references, ratings and operational findings in this report are fictional. No source documents were inspected. These PDFs are proposed report designs generated from dummy inputs and the current tool models; they are separate from the website's existing print layouts.

Companion editable input: 05E-Communication-Plan.json. Import it into the corresponding local tool to reproduce the sample entries. The narrative and meeting agenda are editorial additions for discussion.